

January 26, 1973

MR. J. J. LEVIN - 146500

Re: BICC General Meeting February 5, 1973

Due to the refurbishing of Vail Hall at New Jersey Bell Telephone Company, we are providing space for the BICC General Meeting of February 5. There is no way of our knowing in advance who attends and because it is an evening event, we were not planning on providing hostesses. The meeting starts at 6:00 p.m., and will end anytime from 7:30 to 8:30 p.m., with a range of attendance from 20 to 75 people. We would appreciate it if you could arrange for the security and escort service necessary for the meeting. The Large Meeting Room should be prepared in lecture style and our speakers will require the use of a podium and loud speaker system. About five chairs on the stage will be helpful.

In conversation with Ron Desiderio about this event, he suggested that I supply him with the Western Electric stickers that he proposes to attach to the people coming for this meeting. We will provide the stickers by February 2.

Normally, the Executive Board meeting of BICC is held the last Monday of the month but due to unusual circumstances, we will meet at 4:00 p.m., on February 5. We could use the Large Meeting Room for that purpose also. I will give you the names of the people coming to that event. We can use the same Western Electric label sticker to identify them as they will be going to the BICC General Meeting later. When we have the Executive Board meeting and General Meeting the same day, about 12 of the Executive Board members normally like to have a sandwich and drink after the Executive Board meeting and before the General Meeting. If you could arrange to have the vending machines fully stocked and provide a space where approximately 12 people can sit down and have a quick bite, we would appreciate it.

If you have any questions, please call me on ext. 3124.

Original Signed by
J. H. LOZOWICK

JHL:CM

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Copy to:
J. M. Salvig - 146000